
CREDITOR - QUICK REFERENCE GUIDE

Notice of Appearance and Request for Creditor Notices

Attorney Only Event

| Step | Action |
|------|---|
| 1 | Click on the Bankruptcy hyperlink at the top of the screen. |
| 2 | Click on Creditor Filings . The File a Court Document screen displays. Enter the case number in the box below in the yy-nnnnn format. |
| 3 | Click Next . Check the case name and number to be sure it is the correct case. Select Notice of Appearance and Request for Creditor Notices (Attorney Event Only) and click Next . |
| 4 | Click the BROWSE button to launch the Adobe Acrobat Reader. Locate the document you wish to attach to this event, right click to Open and verify the PDF. Select the correct PDF and click Open . |
| 5 | Do Not change the attachments default. Click Next . |
| 6 | The Docket Text: Modify as Appropriate screen displays. Enter Name of Creditor and any other additional information into the text box as appropriate. Click NEXT . |
| 7 | The Docket Text: Final Text screen displays. This is your last opportunity to proof read your entry and back-out of the transaction. Check your entry and click Next to submit it to the court. |
| 8 | The Notice of Electronic Filing screen displays and your transaction is complete. You may wish to save a copy of this transaction log for your records. |